

**NEVADA STATE COLLEGE
NEVADA STATE STUDENT ALLIANCE
STUDENT CLUBS & ORGANIZATIONS BY-LAWS**

- A. Nevada State College (NSC) student-led clubs or organizations that seek recognition from the Nevada State Student Alliance (NSSA) must submit a completed Clubs & Organizations Packet along with a ratified constitution. A ratified constitution is defined as a constitution that has been voted on and approved by the majority of the members in the club or organization. The constitution must include the definition of a quorum.
- B. Each student-led club or organization must consist of at least 5 NSC students and a non-voting faculty advisor before the consideration of recognition from NSSA. In the case of the resignation of a faculty advisor, the club or organization will have up to ten working days to obtain a new faculty advisor and submit a new Club or Organization Advisor Form.
- C. NSSA-approved clubs and organizations must adhere to Nevada State Student Alliance Constitution Article XIV, and the NSSA Student Clubs and Organizations By-Laws.
- D. Every Fall Semester, each club or organization may receive \$300 for the academic year, upon submission of Club Packet and approval of recognition by the NSSA Joint Board Meeting within 30 days from the start of the Fall Semester. Between 31-60 days, an approved club or organization may receive \$200. No money will be given after 60 days from the beginning of the Fall Semester.
- E. Every Spring Semester, new clubs or organizations in the Spring Semester may receive \$150 for the remainder of the academic year, upon approval of recognition by the NSSA Joint Board Meeting within 30 days from the start of the Spring Semester. Between 31-60 days, an approved club or organization may receive \$100. No money will be given after 60 days from the beginning of the Spring Semester.
- F. Recognized clubs & organizations will ~~only~~ receive seed money only once per academic year. Disbursed money is to be part of the operations budget of the club or organization.
- G. NSSA approved clubs and organizations are required to have a representative attend monthly NSSA Clubs & Organizations Board meetings.
- H. NSSA-recognized clubs and organizations are required to submit meeting minutes, proposed activities, and financial statements at the end of each month to the Clubs and Organizations Board. Financial statements must include expenditures, monies raised, and the budget set for the semester/year. Templates will be provided by the Clubs and Organizations Board.
 - a. Failure to submit said documentation will result in disciplinary action of the following:
 - i. A written warning and five business days to submit said documentation.
 - ii. Club or organization suspension for a period of two months and five business days to submit said documentation.
 - iii. Club or organization termination and cessation of all NSSA financial accounts.

- I. To request additional funds from NSSA, a club or organization must submit a funding proposal to the Clubs & Organizations Board. A funding proposal will consist of a detailed budget outlining how the funds will be used, meeting minutes where the event, service, or item requiring funds has been approved, and an NSSA Request for Funds Form. The funding proposal will be presented to the Clubs & Organizations Board. Once approved by the board, it will be brought to the NSSA Joint Board Meeting for approval. A representative from the club or organization must be present at each meeting during the process of requesting ~~for~~ funds.
- J. Each approved NSSA club or organization will be given an account at NSC upon initial chartering of the club or organization. To request funds from a club account, an NSSA Request for Funds form and a copy of the meeting where the purchase was approved by the club members need to be submitted to the NSSA Business Manager, who will process the request, along with his/her recommendations to the Clubs & Organizations Board.
- K. Each NSSA club and organization will be required to design a minimum of one advertisement or signage to be displayed on the plasma screens and/or Nevada State College website, per semester for club/organization awareness, recruitment and/or upcoming events. All advertisements/signage must be submitted to the NSSA Business Manager for review and final approval.
- L. NSSA clubs or organizations planning to display content under the Nevada State College Student Organizations section will be required to provide the following information to the NSSA Business Manager:
 - a. A mission statement or club description
 - b. Contact information for the club and faculty adviser
 - c. A list of club officers
 - d. Upcoming club or organization events
 - e. Each club or organization will be required to maintain accurate and updated information for all content displayed on the Nevada State College website. All updates and content must be submitted to the NSSA Business Manager for review and final approval.
 - f. Club or organization logo(s), graphics, and images must be submitted to the NSSA Business Manager for review and final approval.
- M. Any approved NSSA club or organization utilizing social media as a form of communication, recognition, and advertising, shall abide by the following regulations:
 - a. All Facebook, Twitter, and any other social media accounts, shall operate as a “community” page or “like” page.
 - b. “Personal” and “friend” accounts will not be recognized as official by NSSA, and are strongly discouraged.
 - c. All social media accounts shall be managed and operated by the club members or organization advisor.
 - d. All social media usernames and passwords must be submitted to the NSSA Business Manager and organization advisor. New social media accounts shall have ten business days to provide account information.
 - e. Any form or type of social media abuse, including, but not limited to, harassment, hazing, racism, bullying, stalking, vengeance, and/or personal vendettas shall not be permitted, condoned, or tolerated.

- f. All clubs and organizations shall comply and abide by the NSC Student Judicial Code and/or the NSC Student Code of Conduct.
- g. Failure to adhere to said regulations shall be subject to disciplinary action of one or all of following:
 - i. A written warning
 - ii. Suspension of club or organization charter
 - iii. Club or organization termination and closing of all financial accounts.